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19 May 1958

MEMORANDUM FOR: Finance Division
ATTENTION : O & L Branch
SUBJECT : Advances for Travel

This is to authorize the Central Processing Branch to approve travel advances for WE Division staff employees traveling overseas on Permanent Change of Station or Temporary Duty under duly executed travel orders, subject to the following provisions:

A. Sums advanced will not exceed anticipated authorized reimbursable expenditures as stipulated in the travel order or Agency regulation. In this connection advances should not include miscellaneous small charges such as taxis, deck chairs, and baggage handling. Every effort should be made to keep advances small enough so that a repayment will not be required by the traveler upon completion of the travel.

B. Advances for shipment of unaccompanied baggage shall be made only upon receipt of evidence of actual expenditures incurred or to be incurred.

C. A carbon copy of each request for advance approved will be sent to the WE Division, Budget & Fiscal Branch by the Central Processing Branch.



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Chief, WE

EXEMPT NO. _____
NO CHANGE IN CLASS. []
[] DECLASSIFIED
CLASS. CHANGED TO: TS S C
DATE REVIEW DATE: _____
AUTH: HR 70-2
DATE: _____ REVIEWER: _____

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